General Information

REGISTRATION: Students may enrol by completing tbe application form on tbe final leaf of this hrochure. Enrolment may he hy mail, or in person at the Division of University Extension, Room 201, 84 Queen's Park, Toronto 5, from 9:00 a.m. to 5:00 p.m., Monday to Friday. During the month of September and the first week of October, tbe Business and Professional Section will remain open on Tuesday and Tbursday evenings until 8:30 p.m. to accept registrations. The telephone number is 928-2400.

Fees are payable in advance and no registration is complete otherwise. Cbeques or money orders should be made payable to tbe University of Toronto.

All courses are subject to cbange of time and place before the heginning of the term. Students will he notified of any change.

Early application is advised to ensure admittance, especially for tbose applicants who are new to tbe program.

REFUNDS: Refunds will be considered only if they are requested in writing before the second lecture of the course is given. Because of tbe cost of making adjustments, a cbarge is made for each refund. Requests for refunds must be accompanied by admit-to-lecture cards and tbe official receipt.

TEXTBOOKS: Prescribed texts may he ordered from the University of Toronto Texthook Store by telephoning 928-2247. The Texthook store will mail texts and invoices to students. For those students who wish to purchase texts personally, the Textbook Store is located at 12 Bancroft Avenue (north of College Street and east of Spadina Avenue).

SPRING PROGRAM: Some of tbe courses in this program may he availahle again during the 1969 Spring Program which will he conducted from April to July, 1969. The Spring Program brocbure will be availahle in February.

OTHER COURSES: Tbe courses described in this brochure form a part of a much larger program of courses offered by the Business and Professional Section, Division of Extension, University of Toronto. Copies of tbe main Business and Professional Courses calendar are availahle upon request by telephoning 928-2400.

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22-8-14

UNIVERSITY OF TORONTO
DIVISION OF EXTENSION

Certificate Program in

Personnel - Industrial Relations

1968-69

offered in co-operation with the Public Personnel Association Metropolitan Toronto Chapter

The Program

This program is designed to provide basic training in the fundamentals of personnel and industrial relations for practitioners in tbis field who wish to improve their qualifications and competence. There will be an emphasis tbroughout the program on tbe analysis and application of industrial relations and personnel principles to practical problems.

The program has been designed for students who are capable of taking courses given at the university undergraduate level.

Upon successful completion of the required courses as outlined below, a certificate of achievement will he awarded by tbe PUBLIC PERSONNEL ASSOCIATION — METROPOLITAN TORONTO CHAPTER.

ADMISSION TO THE PROGRAM

Applicants:

(a) must be able to meet the general admission requirements of the University of Toronto (i.e. witb complete grade 13)

or (b) must be of mature age (25) and have obtained a minimum of 60% in at least one grade 13 subject

or (c) must be of mature age (25) with suitable experience in the fields covered by tbe program

THE CERTIFICATE

Candidates for the certificate:

(a) must be employed in personnel or related work

and (h) must attain a "C" grade (i.e. 60%) or better in at least 4 of the 6 courses and a pass in all of tbem

and (c) must make application to the PUBLIC PERSONNEL ASSOCIATION enclosing a statement of their program records and grades, as prepared hy the Division of Extension, University of Toronto

COURSES

Organizational Psychology
Economics—An Introduction
The Personnel Function
Lahour Relations
The Economics of Labor Relations (formerly Lahour Economics)
Management Principles and Organizational Behaviour

The course order shown ahove is recommended to students. A detailed description of each course follows.

PERSONNEL-INDUSTRIAL RELATIONS CERTIFICATE PROGRAM

APPLICATION FOR COURSE REGISTRATION

COURSE .....

Night and Campus .....

.....

Mr.
Mrs.
Miss ..... Name (Please Print)

Address ..... Number & Street

Company ..... City

Position ..... Province

Business Address .....

Home Telephone ..... Business Telephone .....

FEE ENCLOSED: $..... Cash ☐ Personal Cheque ☐ Company Cheque ☐

To be valid each application form must be accompanied by tuition fees in full. Cheques must be made payable to the University of Toronto.

Date ..... Signature .....

OFFICE USE
R. No. .....
C.A. .....

Send To:
BUSINESS & PROFESSIONAL COURSES
DIVISION OF EXTENSION
UNIVERSITY OF TORONTO
84 QUEEN'S PARK
TORONTO 5, ONTARIO

PERSONNEL-INDUSTRIAL RELATIONS CERTIFICATE PROGRAM

APPLICATION FOR ADMISSION TO THE PROGRAM

I wish to apply for admission to the Personnel-Industrial Relations Certificate Program offered in co-operation with the Public Personnel Association — Metropolitan Toronto Chapter. My qualifications are as follows:

☐ I am able to meet the general admission requirements of the University of Toronto (grade 13 transcript enclosed).

or ☐ I am of mature age (25) and have obtained a minimum of 60% in at least one grade 13 subject (birth certificate and grade 13 transcript enclosed).

or ☐ I am of mature age (25) with experience in the fields covered by the program (birth certificate and letter outlining work experience enclosed).

Date .....

Signature .....

BUSINESS & PROFESSIONAL COURSES

DIVISION OF EXTENSION
UNIVERSITY OF TORONTO
84 QUEEN'S PARK
TORONTO 5, ONTARIO

Personnel-Industrial Relations Program

A 6 Course Certificate Program

Course Descriptions

The courses described in this brochure are all open on an individual basis to the general public.

Organizational Psychology
K. A. CASSAC
Behavioural scientists bave developed a body of knowledge in the area of human behaviour that can be applied usefully to tbe management of organizations, whether industrial, business, government, voluntary or bospital.
This course is intended primarily for employees in the personnel field; interested middle management may also enrol. The course deals with tbe experiences, researches and theories of experimental psychology, social psychology, clinical psychology, sociology and organizational science that bear on problems of organizational life.
Areas dealt with include the history of organizational psychology; development of modern management concepts; behaviour of individuals in terms of motivation, personality development, perception, attitude formation and learning theory; inter-personal relations, influence processes, communication, leadership styles; group behaviour; role behaviour; decision-making and problem solving; systems model of organizational behaviour; stress, defense mechanisms, maladjustment and maturity; psychological testing.
Discussion of areas of application will include selection, training, performance appraisal, counselling and personnel research.
TEXT: H. J. Leavitt, *Managerial Psychology*. Second ed., University of Chicago Press (1964) (available in paperback).
Tbursdays, commencing September 26, 6:00-8:00 p.m., 404 Carr Hall, St. George Campus.
$75.00 — 25 sessions

Economics — An Introduction
J. I. MCOONALO, W. H. MERRITT, O. S. SOLOMON
The elements of economic theory will be developed and illustrated with reference to contemporary economic problems.
Lectures will include discussion of tbe following topics:
- Price theory and application
- Money and banking
- National income
- Business cycles and economic growth
- International trade

Registration in each class will be limited to 40 students.
TEXT: P. A. Samuelson and A. Scott, *Economics — An Introductory Analysis*. Can. ed., McGraw-Hill (1966).
Tuesdays, commencing September 24, 7:00-9:00 p.m., Scarborough Campus.
Wednesdays, commencing September 25, 8:00-10:00 p.m., 102 Mechanical Building, St. George Campus.
Thursdays, commencing September 26, 6:00-8:00 p.m., 405 Carr Hall, St. George Campus.
$75.00 — 25 sessions

The Personnel Function
T. L. BOURK
This course is designed to provide students witb a general understanding of the activities and systems which comprise the personnel function of an organization. All aspects of personnel management will be explored witb particular emphasis on relating personnel management principles, policies, and procedures to situational material.
Topics will include: organization of personnel, leadership and communication, staffing the organization, employee benefits and personnel services, performance appraisal, training and development, wage and salary administration, government legislation, organizational planning and research.
PREREQUISITE: 'Organizational Psychology'
TEXT: J. W. Towle, S. H. Scboen, R. L. Hilgert, *Problems and Policies in Personnel Management, A Case Book*. Houghton-Mifflin Co. (1965).
W. L. French, *The Personnel Management Process: Human Resources Administration*. Houghton-Mifflin Co. (1964).
Wednesdays, commencing September 25, 6:30-8:30 p.m., 406 Carr Hall, St. George Campus.
$75.00 — 25 sessions

Labour Relations
F. W. MURRAY
This course is primarily for people in industry who now carry responsibilities for decisions in personnel administration, particularly where collective bargaining is a factor.
The topics covered will include the history of the trade union movement and labour legislation, particularly in Canada, with a more detailed examination of the Ontario Labour Relations Act and its procedures. Comparisons will be made with other provincial and federal legislation, highlighting recent legislative developments in the field. Negotiations, including conciliation procedures and the administration of collective agreements including arbitration, will be covered together with a study of some of the more important portions of the collective agreement.
The sessions are of a work-session nature wherever practical in order to develop an understanding of the problems both union and management bring to tbe labour relations situation, and of the environment in wbich they operate.
TEXT: T. B. A.
Mondays, commencing September 23, 7:30-9:30 p.m., Room H, Teefy Hall, St. George Campus.
$75.00 — 25 sessions

The Economics of Labour Relations
O. A. A. STAGER
This course considers the determination of wages and methods of wage payments and fringe benefits; union wage policies and tbeir influence on relative wages; tbe relationship of wages, productivity, and inflation. An attempt will be made to discuss the detailed preparation of wage proposals for collective bargaining and the economic assessment of sucb proposals. Considerable emphasis will also be placed on unemployment, labour supply and manpower development.
PREREQUISITES: *'Economics'* and *'Labor Relations'*
TEXT: T.B.A.
Tuesdays, commencing September 24, 7:00-9:00 p.m., 216 Galbraith Building, St. George Campus.
$75.00 — 25 sessions

Management Principles and Organizational Behaviour
A. I. HAINEY, K. W. PRESTON
This course will be divided into tbree general areas. The first will deal with the theory and principles of the managing process. The various management functions will be reviewed and discussed in a critical manner.
The second area will involve an examination of how recent studies in the field of behavioural science and decision-making can apply to management situations. Macgregor's "x" and "y" theory and Blake's Managerial Grid will be presented and discussed.
Finally, a series of case studies will provide an opportunity for a review of management principles and organizational behaviour as they apply to entrepreneurial situations.
PREREQUISITE: This course must be taken in the final year.
TEXT: none
Wednesdays, commencing September 25, 6:00-8:00 p.m., 252 Mechanical Building, St. George Campus.
$75.00 — 25 sessions